

## Frequently Asked Questions

### How long should a mentoring session last?

Typically, mentoring sessions last for about an hour.

### How long should a mentoring relationship last?

In general, we suggest that a mentoring relationship last approximately one year. The purpose of the relationship often guides the timeframe. It is important to set the time boundaries (specifically an expected end date) during the initiate phase to provide some sense of pace as well as closure. As the relationship develops, it may be wise to re-examine the time frame to determine if you need more time to accommodate your goals.

### How frequently should we meet?

We are suggesting that meetings take place quarterly with telephone or e-mail contact in between sessions as needed. Frequency of meetings should be agreed upon during the first meeting. We strongly suggest making every effort to meet in person the first time. Develop and follow a meeting schedule that makes sense for both parties with the knowledge that future meetings may or may not be face to face.

### Where is the best place for our first meeting?

Ideally, a mentoring session is a face-to-face meeting that takes place in a, private location. Try selecting a location where you will be able to relax and be business-like in your discussions. If you can't meet in person, a teleconference or Skype/Facetime meeting might be an alternative to consider.

### Do I really have to like my mentor/mentee?

Mentoring is often seen as a “professional friendship”— the key is that you respect each other and make the effort to understand each other. Many deep friendships have developed from mentoring relationships.

### How do I distinguish between topics that a mentor can discuss and topics for a manager?

In general, **managers** focus on developing people for the roles they are currently fulfilling; **mentors** focus on the longer term roles and goals and cover a much broader range of issues (for example, work/life balance).

### How confidential is the mentoring relationship?

Mentoring discussions should be considered private and confidential between the mentor and mentee. Company confidential information should not be discussed in a mentoring relationship. It should also be understood that both parties have a legal obligation to report criminal conduct.



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